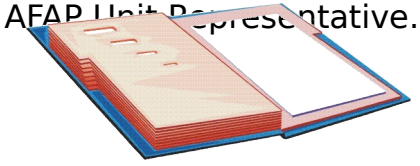
Instructions for Submitting Issue Papers ***(continued)***

Before finalizing your issue paper, we suggest that you review it to ensure that the following questions have been addressed:

- What am I trying to change?
- What approach should be use?
- How much time will it take?
- What is the best possible method?
- What are some alternative methods?
- How many people are needed ?
- How much money or resources will it require?

If you don't have answers to the above, we understand. We hope that you will share with us what knowledge of the subject matter you do have.

Mail you Issue papers to your local SMDC AFAP Unit Representative.



The MACOM AFAP Coordinator address is:
U.S. Army Space and Missile Defense Command
ATTN: G-1 Family Programs
1901 S. Bell Street Suite 900
Arlington, Virginia 22202

Army Family Member and Civilian Well Being

Please visit our site - http://www.smdc.army.mil/familyprograms/

ISSUE PAPER FORMAT

(Type or Print Clearly)

The following information is used for administrative purposes only. It will confirm receipt of your issue, obtain clarification if necessary, and provide after-action feedback.
Issue Submitter;s Name:

_____
Mailing Address: _____
City:_____ State:___ Zip Code:_____

Issue: (A few words summarizing the problem or concern)

_____

Scope: (Describe one specific problem of concern in a paragraph form. Reference any laws, policies that impact on the issue.)

_____
_____
_____
_____
_____

Recommendation: (Include only three (3) specific recommendations related to the single issue described.)

_____
_____
_____
_____

Send Issues to:

USASMDC
ATTN: G-1 Family Programs P.O. Box 15280
Arlington, VA 22215-0280
Telephone: (703) 602-4336
DSN: 332-4336

U.S. Army Space and Missile Defense Command/ Army Forces Strategic Command

Army Family Action Plan Program

"Turn Your Ideas Into Effective Solutions!"
AFAP is a Change Management Program!

What is AFAP?

The AFAP is a grassroots level process that identifies issues of concern of the global Army Family. The AFAP is a program that gives everyone in the Army the opportunity to influence his/her own quality of life and standard of living.

Installation AFAP Forum Process:

Forums are held annually at Army installations and communities throughout the world. Members from units on the installation represent America's Army Family to identify, develop and prioritize unit community / installation quality of life issues. Research shows that 95% of issues raised are resolved at the local level. Issues beyond the scope of the installation commander go forward to the MACOM.

MACOM AFAP Process:

A MACOM Coordinator manages the MACOM level program. MACOMs review the issues forwarded by the installations. Issues beyond the scope of the MACOM commander are forwarded to HQDA to be reviewed at the biennial AFAP Conference or at the off-year AFAP Process Action Team.

HQDA Process:

•Army Family Action Plan Conference (AFAPC) is held every other year.
•Delegates who attend the AFAPC represent all components of America's Army Family.
•Delegates are assigned to workgroups where they examine issues forwarded from the MACOMs and decide which issues should be included in the AFAP.
• All issues recommended for the plan are briefed to the Vice Chief of Staff of the Army on the final day of the conference. Once adopted, the issues are assigned to the appropriate Army staff office for resolution.
•The number of issues entering the plan is limited to no more than 30 per conference year. Five new issues may enter the plan as a result of the AFAP Process Action Team.

SMDC AFAP Process:

•SMDC AFAP Coordinators are appointed annually by geographic location.
•AFAP Coordinators attend local host installation forums. Issues that are not locally resolvable at the installation level or are SMDC unique are forwarded to the MACOM and HQDA.
•SMDC conducts MACOM level forums on a biennial frequency.
•SMDC participates in all HQDA AFAP Conferences and AFAP GOSC meetings year-round.
•Kwajalein Missile Range conducts an annual AFAP symposium since it is not

ISSUE PAPER PROCESS Where do I begin?

The first step is that individuals prepare and submit their issue papers, with recommendations to your SMDC AFAP Coordinator. This is the most important part of the process because your input provides the basis for installation or MACOM level symposiums.

Instructions for Submitting Issue Papers!

Please use the following guidelines when preparing your issue papers.
Remember: submit only (1) issue per form.
There are no limitations to the number of issues you may submit for consideration.
Use the form enclosed as a guideline, or as the actual form on which you write your issue.
The document should be typewritten, and no more than one page in length.
Write a brief statement summarizing the **Issue**.
Scope asks you to describe the problem or concern in paragraph form. Include enough information to ensure the Issue will be understood by all who read or review it.
Reference any laws, regulations, or policies that impact on the issue.
Recommendation(s) should be clear and specific.
Prioritize recommendations if you are submitting more than one with each